



CAP Additional Information Form

Dear Customer,

CAP is reviewing your request for a Notetaker. In order to provide you the most reasonable accommodation for your essential job needs, please complete the following form. Return the completed form to CAP via Fax (703-681-9075) or email mark.rew@tma.osd.mil.

- How are you currently taking your notes? _____

- Please specify the type of meetings or events you need to take notes along with the length of time and frequency (monthly, weekly, daily)
 - ___ Staff meetings _____
 - ___ Committee meetings _____
 - ___ Training courses _____
 - ___ Conferences _____
 - ___ Other, please explain _____
- Do you need to read computer documents while at meetings? _____
- Have you tried an alternative solution such as recording meetings on an audio cassette or digital recorder? _____
- Can your agency provide a laptop for note-taking and reading documents? _____
- How are other employees with the same job functions obtaining the required information? _____

- If requesting a notetaker that has email/internet capabilities, what essential functions do you need to perform while off site that requires computing or telecommunication access? _____

- If requesting a notetaker with a Braille Display, please specify why speech output is not sufficient to performing your essential functions of your job _____

- Please add any additional information regarding your remote note-taking needs _____

